 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) IMPLEMENTATION OF RESEARCH PROPOSAL DISCUSSION			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
1	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To provide training to students to carry out discussions and at the same time to get input for improving research proposals.

2. DEFINITION

The discussion of research plans is an obligation for students before carrying out research, attended by the academic community, namely advisors (minimum 1 person), lecturers (minimum 1 person), and students (minimum 10 people).

3. PROCEDURE

- 3.1. Students prepare discussion papers and discussion schedules that have been approved by the advisory committee.
- 3.2. Students register to the academic department of the department to get a discussion invitation form for lecturers, an invitation receipt form as well as a lecturer and student attendance list form.
- 3.3. Students bring invitation forms and other files along with a summary of discussion papers to the coordinator of the seminar/discussion of study program. APT to be signed 3 working days before the discussion.
- 3.4. Students distribute discussion invitations and paper summaries to lecturers no later than two days before the discussion. The lecturer who received the invitation and the summary of the paper signed the receipt sheet.
- 3.5. The preparation of the room, LCD, consumption and others (if any) is the responsibility of the student concerned and coordinates with the department's administrative staff
- 3.6. The implementation of the discussion is regulated in the following order::

- a) The discussion is carried out for a maximum of 1 hour and as a guide is one of the student advisors
- b) After the discussion is opened by the head of the study program or his representative, students present their paper or research plan for a maximum of 15 minutes.
- c) After students have presented their papers, the seminar guide allows students and lecturers to provide suggestions, objections, and questions to the presenters regarding various aspects related to the substance, methodology, and format of the paper.
- d) At the end of the discussion, the advisor provides responses to the implementation of the discussion and responds to various things conveyed by the discussion participants
- e) After the discussion is over, the discussion is closed by the head of the study program or his representative.

4. FLOWCHART

No	Activity	Implementation				Standard Quality		
		Student	head of department	Head of Study Program/ seminar/ discussion coordinator	Lecturer	Terms/ equipment	Time	Output
1.	Prepare a discussion paper that has been approved by the advisory commission	<input type="text"/>				- Discussion paper		Preparation of discussion papers that have been approved by the supervising commission
2.	Apply to the academic department		<input type="text"/>		-	- discussion invitation for lecturers - invitation receipt form - attendance list form for lecturers and students.		Registered in the academic section of the department
3.	Invitation forms, summary of discussion papers are brought for signature by the Head of the Study Program/seminar/ discussion coordinator			<input type="text"/>		- Invitation form - Discussion paper	3 working days before the implementation of the discussion	Invitation form, summary of discussion papers signed by the Head of Study Program
4.	Distributing discussion invitations and summary of papers to lecturers				<input type="text"/>	- Invitation - summary of the discussion paper	3 days before discussion	distribution of discussion invitations and paper summaries to lecturers
5.	The lecturer who received the invitation and the summary of the paper signed the receipt sheet.				<input type="text"/>	- Receipt		The lecturer who received the invitation and the summary of the paper signed the receipt sheet.
6.	Room preparation, LCD, consumption, and others	<input type="text"/>				- LCD - Computer - etc		Prepare the room, LCD, computer, and others.
7.	Finish	<input type="text"/>						Finish

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SRIWIJAYA UNIVERSITY	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) APPOINTMENT OF THESIS ADVISOR			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
10	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To guide students in thesis writing in order to provide students with experience in formulating problems and their solutions in the form of scientific works.

2. DEFENITION

Thesis Advisory Lecturer is a lecturer who has met the requirements to guide student in thesis writing.

3. PROCEDURES


- 3.1. Before the distribution of thesis advisors, the head of the study program recapitulates the amount of thesis guidance for each lecturer.
- 3.2. The distribution of the number of guidance for each lecturer is strived to be evenly distributed by considering the results of the recapitulation of the number of tutors that are still available.
- 3.3. The appointment of the thesis advisor is carried out and ratified by the head of the study program..
- 3.4. Students who will carry out the final project submit 3 (three) names of the two thesis advisors to their academic advisor (AA). AA will be thesis advisor 1 (according to the agreement).
- 3.5. The head of the study program chooses one name to be chosen as a thesis advisor based on the field of science and equity, then the student will meet the lecturer concerned for approval as the second advisor.
- 3.6. If the lecturer agrees, then the lecturer can put his signature on the approval form
- 3.7. Immediately students make a cover letter to the Head of the Department to issue a thesis advisor Decree
- 3.8. If the distribution of the selection of the second advisor is not evenly distributed, the head of the study program has the right to replace him.
- 3.9. The form that has been filled out and signed by the head of the study program is submitted to the administrative staff of the department .

4. TERMS/CONDITIONS

- 4.1. In general, each student gets 2 thesis advisors and 1 field practice advisor.
- 4.2. The field practice advisor is sought to be the same as the thesis advisor.
- 4.3. The thesis advisor who has been appointed in the study program is ratified by the Dean's Decree.

5. FLOWCHART

No	Activity	Implementation				Standard Quality		
		Head of department	Student	Lecturer	Head of Study Program	Terms/ equipment	Time	Output
1.	Recapitulating the amount of thesis guidance for each lecturer.				<input type="text"/>			Recapitulating the amount of thesis guidance for each lecturer.
2.	The division of the number of guidance for each lecturer by considering the remaining guidance students				<input type="text"/>			The division of the number of guidance for each lecturer by considering the remaining guidance students
3.	Determination of thesis advisor				<input type="text"/>			Determination of thesis advisor
4.	Students who will carry out the final task submit the names of the advisors for the two theses to their academic advisors (AA).AA will be the first thesis advisor		<input type="text"/>			- Form		Students determine the second advisor
5.	If the AA approves, then the student will meet the lecturer concerned for approval as the second advisor.		<input type="text"/>			- Form		The student consults with the second advisor
6.	The second advisor puts his signature on the consent form			<input type="text"/>				Willingness form to be a advisor II
7.	If the distribution of the selection of the second advisor is not evenly distributed, the head of the study program has the right to replace it				<input type="text"/>			Replacement of advisor II
8.	The form that has been filled out and signed by the head of the study program is submitted to the department's administrative staff				<input type="text"/>	- Form		Appointment forms for advisors I and II
9.	Finish				<input type="text"/>			Finish

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SRIWIJAYA UNIVERSITY	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) REPLACEMENT OF THESIS ADVISOR			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
13	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To expedite the process of writing a thesis for students.

2. DEFENITION

The replacement of the thesis guidance lecturer is carried out on the Advisor I and/or Advisor II for students who are doing thesis writing.

3. PROCEDURES

3.1. Replacement of thesis advisor can only be done if:

- a) A problem arises between the advisor and the student in the mentoring process, which causes the student or his/her advisor to feel uncomfortable, then the problem must be reported in writing to the head of the study program, or
- b) The advisor of study assignments, or retires, or moves, or is dishonorably dismissed, or resigns from a civil servant, or
- c) The advisor states that he is no longer able to provide guidance due to permanent illness,
- d) Advisor passes away.


3.2. If the replacement of the advisor is due to problems arising between the advisor and the student, the head of the study program will call both parties separately for questioning and make a report. The minutes will be brought to the study program meeting and will be decided at the meeting regarding the actions to be taken.

3.3. The replacement of the advisor will be carried out based on the consideration of the level of progress of the thesis implementation:

- a) If the pre-research discussion has not been carried out, the advisor must be replaced.
- b) If the research is in progress, the replacement of the advisor is submitted with the ability of another advisor, if the other advisor is able to guide himself then there is no need to change the advisor.

- c) If the writing stage remains, there is no need to replace the advisor unless the other advisor states that he is unable to guide himself.
- 3.4. If it is decided to replace the advisor, it is offered to the participants of the study program meeting who is willing to become a substitute advisor by considering the field or research topic.
- 3.5. If Advisor 1 is to be replaced, if it meets the requirements, Advisor 2 will be promoted to Advisor 1 and the new Advisor will become Advisor 2.
- 3.6. A substitute advisor is proposed by the head of the study program to the dean for the issuance of a Advisory Decree.



 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) THESIS PREPARATION			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
12	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To give experience to students in formulating problems and their solutions in the form of scientific works.

2. DEFINITION

Thesis is a student's independent scientific work in accordance with the field of interest and study program. Thesis aims to give students experience in formulating a problem and its solution in the form of scientific work. This activity gives students the ability to overcome problems that may arise in the field of science they are engaged in.

3. PROCEDURES

- 3.1. Students together with their advisor determine the research topic.
- 3.2. Students prepare their research plans in the form of research proposals with the guidance and direction of their advisors.
- 3.3. If the advisor assesses that the research proposal is sufficiently directed and good, the students are directed and guided to compile a pre-research discussion paper (Research Proposal Seminar).
- 3.4. If the advisor assesses that the discussion paper has been directed and is quite good, the students and advisors schedule the discussion to the coordinator of the study program discussion and seminar.
- 3.5. Students under the direction of advisors make improvements to research proposals by considering questions, suggestions and opinions submitted by students and lecturers in research proposal seminars.
- 3.6. The research proposal that has been approved by the advisor is bound, signed by the advisor and the head of the study program and submitted to the study program as many as 3 copies.

- 3.7. If the advisor assesses that the student is ready to carry out research, the advisor allows the student to carry out his research.
- 3.8. During research, students must submit a monthly report on research activities to the advisor.
- 3.9. When the research has been completed, the student must write a draft of the research report (draft thesis). The thesis draft must have been submitted to the advisor **no later than two months** after the completion of research activities and data collection.
- 3.10. The supervising lecturer reads and corrects the thesis draft and provides written and oral improvement suggestions to students.
- 3.11. Students improve the thesis draft in accordance with the results of corrections and suggestions from the advisor.
- 3.12. After the thesis has been reviewed, both by Advisor I and Advisor II and deemed worthy of a seminar, the advisor directs students to write a research paper on the results of the seminar.
- 3.13. If the advisor assesses that the seminar paper is good enough and worthy of a seminar, then the student with the approval of the advisor determines 2 examiners who will act as discussants in the seminar on student research results and examiners in the thesis exam.
- 3.14. Students schedule seminars to the coordinator of study program discussions and seminars.
- 3.15. Students carry out research seminars attended by advisors (minimum 1 lecturer), reviewing lecturers (minimum 1 lecturer) and students (minimum 10 students).
- 3.16. Students with the direction of the advisor improve the thesis draft by considering the input, suggestions, questions, and opinions submitted by the discussants and seminar participants both by students and lecturers.
- 3.17. If the advisor assesses the thesis draft is good enough and the student is ready to defend his thesis, then the student with the approval of the advisor can apply for a comprehensive exam.
- 3.18. If the supervising lecturer and the examining committee have agreed on the time of the exam, the student will schedule the exam to the Head of the Department/Study Program and carry out the exam according to the agreed schedule.
- 3.19. Students under the direction of the advisor and the examining committee must improve their thesis in accordance with the input, suggestions, questions, and opinions submitted by the examining committee during the comprehensive examination.
- 3.20. The thesis that has been corrected and approved by the advisor and the examining commission by affixing a signature on the thesis approval sheet can be bound by taking into account the applicable provisions and/or regulated in the latest Academic Guidebook of the Faculty of Agriculture of Sriwijaya university

4. GENERAL TERMS AND SANCTIONS FOR THESIS:

- 4.1. The duration of the research is equivalent to 30 hours (1 hour = 60 minutes) per week for a minimum of 16 weeks (three months), starting from the preparation of the proposal until the completion of the research.
- 4.2. The research proposal draft must be completed and submitted to the advisor no later than 1 (one) month after the pre-research discussion, otherwise the pre-research discussion is considered void.
- 4.3. If after 2 months from the end of the research the student has not submitted a thesis draft to the advisor, the advisor must provide a written report to the head of the study program/department.
- 4.4. The head of the study program/department calls the student concerned and if up to three summons within a period of 2 months the student never appears, then the research is considered cancelled.
- 4.5. If the student does not submit his thesis draft to the advisor 6 months after the completion of the research and data collection activities, the research is considered null and void.
- 4.6. In writing a thesis, students must be guided by the "Guidelines for Writing the Latest Scientific Papers" applicable at the Faculty of Agriculture, Unsri.
- 4.7. During the thesis writing process, students must actively consult with the advisor and after each consultation the advisor fills out a consultation card.
- 4.8. If after 1 month the thesis draft has not been corrected or returned by the advisor, the student has the right to report this incident to the head of the study program/department.

5. THESIS PREPARATION REQUIREMENTS

- 5.1. Students have completed a minimum of 118 credits
- 5.2. Students have taken the Scientific Method course as well as courses related to the research program.
- 5.3. Student fills out the CSS for thesis courses, and
- 5.4. Students have carried out Pre-Research Discussion (Research Proposal Seminar).

6. FLOWCHART



No	Activity	Implementation			Standard Quality		
		Student	Head of department	Faculty	Terms/ equipment	Time	Output
1.	Students determine the research topic.	<input type="checkbox"/>					Students determine the research topic.
2.	Prepare a research plan in the form of a proposal	<input type="checkbox"/>					The preparation of the research plan in the form of a proposal
3.	Prepare a pre-research discussion paper (Research Proposal Seminar).	<input type="checkbox"/>			discussion paper		Preparation of pre-research discussion papers (Research Proposal Seminar).
4.	Scheduling the implementation of discussions to the coordinator of the final project or discussions and seminars for study programs/ departments.	<input type="checkbox"/>			Discussion schedule		Scheduled discussions with the coordinator of the final project or discussions and seminars for study programs/departments
5.	Make improvements to the research proposal by considering the questions, suggestions and opinions submitted by the lecturers	<input type="checkbox"/>			Proposal		The improvement of research proposals is carried out by considering questions, suggestions and opinions submitted by lecturers
6.	Research proposal that has been approved by the advisor in 3 copies	<input type="checkbox"/>			3 copies of research proposal		The binding of a research proposal that has been approved by the advisor
7.	Collecting proposals that have been signed by the advisor to the Head of the Study Program		<input type="checkbox"/>		Proposal		The collection of proposals that have been signed by the advisor to the Head of the Study Program
8.	Conducting research	<input type="checkbox"/>					Research implementation
9.	Submit monthly reports regarding research to the advisor		<input type="checkbox"/>		Monthly reports		leave the monthly report on research to the advisor
10.	Write a draft report on research results (draft thesis).	<input type="checkbox"/>			thesis draft		The writing of a draft research report (draft thesis).
11.	Improve thesis draft with advisor	<input type="checkbox"/>			thesis draft		The implementation of the revision of the thesis draft with the advisor
12.	Making research papers seminar results	<input type="checkbox"/>			Seminar paper		The making of research papers for seminar
13.	Determine 2 examiners who will act as discussants in the seminar on student research results and examiners in the thesis exam.	<input type="checkbox"/>					The election of 2 lecturers to discuss the seminar and the examiner of the thesis exam
14.	Scheduling the implementation of seminars in the department	<input type="checkbox"/>			Schedule of seminar results		The scheduled implementation of seminars for the department
15.	Conducting seminar results	<input type="checkbox"/>					Implementation of the Results Seminar
16.	Make improvements to the draft based on the suggestions given by the lecturer	<input type="checkbox"/>			thesis draft		Make improvements to the draft based on the suggestions given by the lecturer
17.	Scheduling comprehensive exams with thesis examiners and majors	<input type="checkbox"/>			Comprehensive schedule		scheduled comprehensive exam
18.	Carrying out a comprehensive exam	<input type="checkbox"/>					implementation of a comprehensive exam
18.	Improve the script in accordance with the suggestions given.	<input type="checkbox"/>			Thesis		Implemented the revision of the thesis in accordance with the suggestions given.
19.	The volume of the script that has been repaired	<input type="checkbox"/>			Thesis		there is a volume of the script that has been repaired

20.	Thesis is collected at the Faculty			Thesis		The collection of theses at the Faculty of Agriculture
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SRIWIJAYA UNIVERSITY	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) FIELD PRACTICE			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
9	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To provide students with experience in the application of agricultural technology and to solve practical problems in the field of agricultural technology.

2. DEFINITION

It is a student's final assignment, namely student independent academic activities in the form of field work.

3. PROCEDURES

- 3.1. Advisors have been appointed by the study program.
- 3.2. Students already have a frame of reference that has been approved by the advisor and head of the study program
- 3.3. Contact the FP place that matches your interests and is approved by the FP advisor
- 3.4. There has been approval from the place to carry out FP
- 3.5. FP implementation is equivalent to 3 credits
- 3.6. The finished FP is immediately reported to the advisor by submitting proof of completion of PL from the place of implementation of FP
- 3.7. Collect the first draft report no later than 1 month after the FP
- 3.8. If within 1 month the first draft report has not been submitted, the FP is considered cancelled.
- 3.9. If within 6 months after the first draft is submitted it has not been completed, then it can be considered cancelled
- 3.10. FP proposals that have been approved by the advisor are collected in 1 copy of the study program
- 3.11. The FP report that has been corrected, approved and signed by the advisor, can then be bound by taking into account the applicable provisions in the Academic Manual book of the Faculty of Agriculture, Sriwijaya University..

4. REQUIREMENTS

- a) Students have collected a minimum of 105 credits
- b) Students completed CSS with Field Practice courses
- c) Students submit proposals for field practice topics

5. FLOW CHART

No	Activity	Implementation			Standard Quality		
		Student	Study Program	FP Advisors	Terms/ equipment	Time	Output
1.	Students conduct guidance on FP with advisors	<input type="text"/>					Students have done guidance on FP with a advisor
2.	Students make outgoing letters to conduct surveys from Study Program		<input type="text"/>		Outgoing mail		Making an outgoing letter to conduct a survey from the Study Program
3.	Students conduct a field practice survey	<input type="text"/>			Discussion paper		Carry out a survey of the Field Practice site
4.	Asking for approval from the place to carry out FP	<input type="text"/>			FP reply letter		There has been approval from the place to carry out the FP
5.	Making a Field Practice proposal	<input type="text"/>			FP proposal		Making a Field Practice proposal
6.	FP proposals that have been approved by the advisor are collected in 1 copy of the Study Program		<input type="text"/>				The collection of FP proposals that have been approved by the Study Program advisor as much as 1 copy
7.	Carrying out Field Practice	<input type="text"/>					Implementation of Field Practice
8.	Collecting the first draft of the report			<input type="text"/>		1 month	Collected the first draft report
9.	Making FP Report	<input type="text"/>					FP Reports are made
10.	Student asks the advisor to sign the FP report			<input type="text"/>			The signing of the FP report by the advisor
11.	Binding of FP reports	<input type="text"/>					FP report binding
12.	FP reports that have been bound are collected to the Study Program		<input type="text"/>				Collected FP reports that have been bound in Study Program



SRIWIJAYA UNIVERSITY	Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) IMPLEMENTATION OF THESIS EXAM OF UNDERGRADUATE (S1) STUDENT			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
14	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To figure out student abilities and at the same time to improve students scientific work.

2. DEFINITION

The final thesis exam is the implementation of the presentation of scientific papers (thesis) accompanied by a comprehensive examination for undergraduate students.

3. PROCEDURES

- b. Students submit applications for the thesis exam after completing their thesis draft with the approval of the advisor. Examination applications must be submitted to the Department at least a week before the examination.
- c. The student's thesis exam can be held at any time (not specified on a specific time schedule).
- d. The Department Manager must make a recap of the grades of all courses and all the necessary requirements.
- e. The department sends a letter to the Dean to issue a decree from the committee for examining the student's thesis exam.
- f. The Examination Committee consists of the Chairperson, Secretary and the Examiner Team. The Chairperon of the Committee is Advisor I (or if unable to be appointed the Head of the Department/Study Program and other staff) and the Secretary of the Examination is Advisor II (other appointed staff).
- g. The Chairperson and Secretary of the Examination Committee are not given the right to ask questions, but are responsible for the scientific substance of the thesis.


- h. The Examining Team is determined by 2 (two) people consisting of the Chairperson and Members of the Examining Team who are entitled to ask questions, get answers, submit objections, submit suggestions and provide assessments.
- i. The passing grades of student thesis and examinations are 50% advisor and 50% Examiner Team.
- j. The results of the exam are made in the form of an Official Report and the Examining Committee must include their signature.
- k. Minutes and test scores form containing the scores from each examiner are submitted to the Secretary of the Department

4. NOTE

Students' graduation is determined by the Dean's Decree

5. FLOW CHART

No	Activity	Implementation			Standard Quality		
		Student	Study Program	department	Terms/ equipment	Time	Output
1.	Students complete their thesis drafts to advisors 1 and 2.	<input type="text"/>			Thesis		Completion of the draft of the script to the advisors 1 and 2.
2.	Student submits application for final assignment exam	<input type="text"/>			Application letter		Submission of an application letter for the final project exam
3.	The student submits an application to take the exam to the Department	<input type="text"/>					The submission of the application will carry out the examination to the Department
4.	The department makes a recap of the grades of all courses and all the necessary requirements		<input type="text"/>		Score recap		The inclusion of the value of all courses and all the necessary requirements
5.	The department sends a letter to the Dean to issue a decree from the committee for examining the student's final project.		<input type="text"/>		Letter and Decree of the dean		A letter was sent to the Dean to issue a decree for the committee for examining the student's final assignment
6.	Student is doing exam	<input type="text"/>					Exam is carried out
7.	The student's thesis and examination pass scores are 50% advisor and 50% Examiner Team.	<input type="text"/>			Score form		The student's thesis and examination pass scores are 50% advisor and 50% Examiner Team.
8.	Minute of session and form of test scores that already contain the scores of each examiner are submitted to the Department			<input type="text"/>	Minute of session dan score form		The delivery of Minute of session and the test score form containing the scores from each examiner to the Department

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE (SOP) IMPLEMENTATION OF UNDERGRADUATE (S1) STUDENT JUDICIUM			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
7	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To determine the end of undergraduate studies and inaugurate them to become bachelor degree (S1).

2. DEFINITION

Undergraduate student Judicium is the determination of graduation or the end of undergraduate study

3. PROCEDURES

- 3.1. The bachelor degree (S1) Judicium is conducted in the Department and is conducted once every month.
- 3.2. The timing of the judicium implementation is carried out by the Head of the Department and the invitation is made by the Head of the Department.
- 3.3. Judicium is held in a Judicium session which is attended by the Dean or one of the Assistant Deans, and lecturers from the Department.
- 3.4. The student has also fulfilled all the administrative requirements for the Judicium (attached)
- 3.5. The Judicium session is chaired by the Head of the Department with the following events:
 - A. JUDICIUM SESSION
 - a) Opening (Moderator)
 - b) Submission of Bachelor Degree Candidates (Moderator)
 - c) The Judicium session is chaired by the Chairperson of the Session
 - Examination of Academic Administration Requirements / Completeness
 - Submission of Session Resolutions
 - d) Closing (Moderator)

B. Judicium Ceremony

- a) Opening (Moderator)
- b) The reading of the session Resolution by the chair of the session (Head of Department) as outlined in the Judicium Minutes (Attached)
- c) Reading of the New Undergraduate Inauguration by the Head of the Department/Head of the Study Program (Attached)
- d) The signing of the diploma by the new graduate and submitted by the Head of the Study Program / Head of the Department
- e) Foreword from:
 - 1) Alumni Representative
 - 2) Deputy Lecturer
 - 3) Dean
- f) Closing Prayer
- g) Congratulations
- h) Group and friendly photos

3.6. Bachelor degree (S1) students who have been graduated in judicium are determined by the Decree of the Dean of the Faculty of Agriculture, Sriwijaya University.

4. JUDICIUM REQUIREMENTS

- 4.1. Students who can be included in this judicium are students who have met the academic requirements, namely:
- a) Have successfully taken 144-160 credits and all compulsory courses are based on the applicable curriculum in the Study Program.
 - b) Achieved GPA > 2.00, does not have an E grade.
 - c) D score does not exceed 10% of the credit amount specified
 - d) Have passed for other competencies, such as mastery of English.
 - e) Passed the final exam of the program and has completed the final project improvement.

5. NOTE

Students who are declared to have passed are required to take part in the release of the Bachelor at the Faculty and Graduation at the University. Diplomas and transcripts will be given at graduation.

6. FLOW CHART

No	Activity	Implementation			Standard Quality		
		Faculty	Study Program	Department	Terms/equipment	Time	Output
1.	Determination of the timing of the Judicium implementation is carried out by the Study Program Leader		<input type="text"/>				The implementation of the determination of the time for the implementation of the Judicium is carried out by the Study Program Leader
2.	Making a graduation invitation by the Department			<input type="text"/>	Judicium Invitation		The graduation invitation is made by the Study Program
3.	Judicium is held in a Judicium meeting which is attended by the Dean and lecturers from the relevant Study Program.	<input type="text"/>					Judicium is held in a Judicium meeting which is attended by the Dean and lecturers from the related Study Program.
4.	The Judicium meeting is chaired by the Head of the Department/Study Program with the following events	<input type="text"/>					ImplementationThe Judicium meeting is chaired by the Head of the Department/Study Program with the following events
5.	Undergraduate (S1) students who have been graduated from the university are determined by a decree from the Dean of the Faculty of Agriculture, Sriwijaya University.		<input type="text"/>		Dean's Decree		Undergraduate S1 students who have been graduated from the Judicium are determined by the Decree of the Dean of the Faculty of Agriculture, Sriwijaya University.

APPENDIX : ACADEMIC AND ADMINISTRATIVE REQUIREMENTS FOR UNDERGRADUATE (S1) STUDENT JUDICIUM

A. ACADEMIC REQUIREMENTS

1. Have accumulated at least 144 credits
2. GPA \geq 2,0
3. No E Score
4. D score is not more than 10 percent of the number of credits taken in accordance with the Study Program/Department approval
5. Have submitted a thesis and a field practice report that has been bound and approved by the Advisor.
6. Minimum TOEFL score of 400 (Class of 2009 – above)

B. ADMINISTRATIVE REQUIREMENTS

1.	Photocopy and original of the last Student ID card	3 sheets
2.	Photocopy and original library free certificate (The validity period is 3 (three) months before the graduation date) a. Central Library of Sriwijaya University b. Regional Library (Province)	3 sheets 3 sheets
3.	Photocopy of the receipt for payment of the thesis guidance fee	3 sheets
4.	Photocopy of receipt of payment of inauguration fee	3 sheets
5.	Proof of last semester tuition payment	3 sheets
6.	Alumni form / alumni data (including the original)	3 sheets
7.	Study history (including the original)	3 sheets
8.	Identity of alumni/parents/guardians (including the original)	3 sheets
9.	Bachelor's degree form	3 sheets
10.	Photocopy of the community service program (KKN) certificate (especially for those participating in KKN)	3 sheets
11.	Summary of thesis / Biodata	3 sheets
12.	Photocopy of high school diploma	3 sheets
13.	Certificate of free of charge from the study program (validity period is 3 (three) months before the Judicium date)	3 sheets
14.	Photo (black and white) size: 2 x 3 cm, 3 x 4 cm, 4 x 6 cm (each)	3 sheets
15.	Transcripts known by AA	3 sheets
16.	CRS from the beginning to the end of the semester (original)	3 sheets
17.	Research Result CD/Thesis	1 sheets
18.	Folio map	3 pieces
19.	Proof of submission of thesis and FP	3 pieces

All of these requirements must be submitted to the Study Program no later than 3 (three) days before the day of the Study Program Yudisium Meeting.

APPENDIX: MINUTE OF THE SESSION OF THE JUDICIUM

MINUTE OF JUDICIUM

On this day dateMonth year time WIB – finished, the Judicium Session of the Department/Study Program has been held Faculty of Agriculture Sriwijaya University to graduate students:

NO.	NAME	STUDENT NUMBER
1.		
2.		
3.		

with the results of the session, the forum stated that the student was declared **PASSED / CONDITIONED PASS / NOT PASSED** as **BACHELOR OF FISHERIES**, Faculty of Agriculture, Sriwijaya University for the period of April 2013..

The Judicium session proceeded with with notes during the session:
.....

The Judicium Session was attended by the Dean, head and Teaching Staff of the Aquaculture Study Program, head and Staff of the Fishery Products Technology Study Program, and Head of the Department/Study Program in the Faculty of Agriculture, Unsri (appendix list of session participants is attached).

Thus this report is made to be used as necessary.

Indralaya,
q.q Dean
head of SP/departmet...../Chairman
of the Session,

.....
Employee ID Number (NIP).....

APPENDIX: INAUGURATION TEXT

INAUGURATION TEXT

BISMILLAHIRROHMANIRROHIM

ON THIS DAY, DATE MONTH YEAR, I AM, ON BEHALF OF THE DEAN OF THE FACULTY OF AGRICULTURE, SRIWIJAYA UNIVERSITY, ARE HEREBY DECLARED YOU :

NAME	STUDENT NUMBER

AS A BACHELOR IN FISHERIES UNIVERSITY SRIWIJAYA IN PERIOD Month..... Year.....

I BELIEVE THAT THE KNOWLEDGE YOU GET DURING YOUR EDUCATION IN THE DEPARTMENT OF AGRICULTURAL TECHNOLOGY, FACULTY OF AGRICULTURE, SRIWIJAYA UNIVERSITY CAN BE DEDICATED TO THE INTEREST OF THE COMMUNITY IN WHEREVER YOU ARE.

MAY GOD ALWAYS GIVE US HIS GRACE AND BLESSINGS TO ALL OF US, AMEN.....

Indralaya,
q.q Dean
Head of Department of Agricultural
Technology/Chairman of the Session,

.....
Employee ID Number (NIP).....

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
	STANDARD OPERATING PROCEDURE LABORATORY

	(SOP-LABORATORY) THE LABORATORY USE FOR RESEARCH			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
7	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To set the schedule and the responsibility of the researcher for the use of the laboratory and the equipment in the laboratory according to the needs of the borrower so that it is easy to control the use of the laboratory and its tools.

2. SCOPE

All users (lecturers and students) who have registered to carry out research in the laboratory.

3. IMPLEMENTATION PERIOD

The implementation of research in the laboratory is adjusted to the schedule that has been registered before starting the research.

4. PRE-CONDITION

Research activities can be started if all the needs along with the technical implementation of the research are in accordance with what is written in the research proposal which has been approved by the advisor.

5. IMPLEMENTATION PROCEDURES

1. Before the study, the researcher filled out the laboratory use permit form along with the need for tools and chemicals along with a schedule for the use of the laboratory.
2. The researcher submits one copy of the research proposal which has been approved by the advisor.
3. Researchers (lecturers and students) who come from outside the Department of Agricultural Technology, Faculty of Agriculture must bring a cover letter from the Department/Faculty concerned.
4. The researcher confirms the availability of the analytical tools to be used in the research to the laboratory assistant.
5. Researchers check the condition of the analytical tools to be used during research in the laboratory.
6. The researcher records the name, time, and condition of the analytical tools in the log book after each use.

7. Researchers are required to report to the laboratory administration staff if there is a problem with the analytical tools during the research.
8. Researchers will be charged a fee for the use of chemicals in accordance with the tariff for chemicals, while the tools used is free of charge.
9. During the research, the researcher must maintain the cleanliness of the laboratory and know the work instructions of each tool and the nature of the materials used for safety when working in the laboratory.
10. After the research is completed, it is obligatory to report and return all tools used in good and clean condition and dispose of the remaining research samples.
11. Researchers get a Laboratory Free Letter after completing all lab administration.
12. The use of laboratory facilities/tools is a maximum of 1 month. If it is more than 1 month, the researcher is obliged to report back to the laboratory officer for an extension of the research period.
13. If research and practicum activities are carried out at the same time, practicum activities take precedence.

6. SANCTIONS

1. Researchers who start research not according to the written schedule are not allowed to use the laboratory and must make a rescheduling.
2. Researchers who break, or damage the tools will not get a free letter from the laboratory before replacing the tools with the appropriate specifications.
3. Researchers who do not maintain the cleanliness of the laboratory are not allowed to use the laboratory before cleaning again including tools and research materials that have been used.

Written by : Hafsah, S.T., M.T NIP 198006202001122001 Education Laboratory Regulator	Accepted by : Dr.Ir. Parwiyanti, M.P NIP 196007251986032001 Head of Lab. Agricultural Chemistry	Authorized by : Dr. Ir. Hj. Tri Wardani Widowati, M.P NIP 196305101987012001 Head of the study program Agricultural Product Technology
Signature/initial, date 02-01- 2018	Signature/initial, date 02-01-2018	Signature/initial, date 02-01-2018


 SRIWIJAYA	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
STANDARD OPERATING PROCEDURE LABORATORY	

UNIVERSITY	(SOP-LABORATORY) THE USE OF LAB COAT			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
1	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

All laboratory users are required to use a lab coat while working in the laboratory, if they do not bring a lab coat, the laboratory provides an inventory lab coat that can be used by laboratory users with the following conditions:

1. To report to the laboratory officer to borrow a lab coat with a guarantee in the form of an identity card (SID/ID/Driving License).
2. To get a clean lab coat loan.
3. The use of inventory lab coats is only valid for 1 (one) working day.
4. To fold and tidy up the lab coat that has been used.
5. To return the lab coat to the laboratory staff
6. The identity card will be returned by the laboratory staff
7. Sanctions for those who do not return laboratory coats on the same day are washing 10 pieces of laboratory coats.

Written by : <u>Hafsah, S.T., M.T</u> NIP 198006202001122001 Education Laboratory Regulator	Accepted by : <u>Dr.Ir. Parwiyanti, M.P</u> NIP 196007251986032001 Head of Lab. Agricultural Chemistry	Authorized by : <u>Dr. Ir. Hj. Tri Wardani Widowati, M.P</u> NIP 196305101987012001 Head of the study program Agricultural Product Technology
Signature/initial, date 02-01- 2018	Signature/initial, date 02-01-2018	Signature/initial, date 02-01-2018


	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
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SRIWIJAYA UNIVERSITY	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) THE LOCKER USE			
	DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE
2	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

All laboratory users are required to use a lab locker while working in the laboratory.

1. To report to the laboratory staff to borrow a locker with a guarantee in the form of an identity card (SID/ID/Driving License).
2. To get a locker key loan in good condition.
3. The use of the lab locker is only valid for 1 (one) working day.
4. To make sure when opening and locking the locker, the locker is safe.
5. To return the locker key to the laboratory staff when you have finished working in the lab
6. The identity card will be returned by the laboratory staff.
7. If the locker user does not return the locker key on the same day, he will be penalized for cleaning the entire lab room.

Written by : <u>Hafsah, S.T., M.T</u> NIP 198006202001122001 Education Laboratory Regulator	Accepted by : <u>Dr.Ir. Parwiyanti, M.P</u> NIP 196007251986032001 Head of Lab. Agricultural Chemistry	Authorized by : <u>Dr. Ir. Hj. Tri Wardani Widowati, M.P</u> NIP 196305101987012001 Head of the study program Agricultural Product Technology
Signature/initial, date 02-01- 2018	Signature/initial, date 02-01-2018	Signature/initial, date 02-01-2018

	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA
	Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.

SRIWIJAYA UNIVERSITY	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) THE USE OF LABORATORY FOR PRACTICUM			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
5	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To organize and supervise activities in the laboratory related to student practicum activities so that they are planned according to a schedule without being disturbed by other activities.

2. SCOPE

To regulate preconditions and implementation procedures as well as sanctions for lab users for practical purposes

3. IMPLEMENTATION PERIOD

The implementation of the practicum in the semester has been prepared according to the practicum schedule.

4. PRE-CONDITION

Practicum activities carried out are based on courses that contain credits weights to carry out practicum in that semester

5. PROCEDURES


1. Lab officers coordinate with practicum assistants regarding the practicum schedule.
2. The practicum module can be downloaded from the website of the Faculty of Agriculture, www.fp.unsri.ac.id.
3. The practicum coordinator provides direction to the practicum assistant regarding the practicum material and the course of practicum activities.
4. The practicum assistant provides assistance to the practitioner related to the material, group division, and the rules of practicum activities.
5. The practicum assistant makes a list of equipment and materials (both chemicals and fresh materials) needed for practicum activities and submits it to the lab staff no later than 1 day before the practicum.
6. The practicum assistant is responsible for the implementation of the practicum in accordance with the title and practicum schedule that has been prepared previously.

7. The practicum assistant is obliged to notify the lab officer if he is unable to attend or if there is a change in the schedule and practicum material.
8. The practicum assistant submits the value of the practitioner in the form of soft and hard copies to the lab staff a maximum of 2 weeks after all practicum activities are completed.

6. SANCTIONS

1. Students who do not comply with laboratory and practicum rules will be subject to sanctions in the form of a warning to a reduction in the value of the practicum.
2. Students who do not attend the practicum 1 time face to face without explanation are not allowed to take part in the practicum and are declared not to have passed the practicum.
3. Follow-up practicums are carried out if there are students who are sick or there is information that they cannot participate in practicum activities.

<p>Written by : <u>Hafsah, S.T., M.T</u> NIP 198006202001122001 Education Laboratory Regulator</p>	<p>Accepted by : <u>Dr.Ir. Parwiyanti, M.P</u> NIP 196007251986032001 Head of Lab. Agricultural Chemistry</p>	<p>Authorized by : <u>Dr. Ir. Hj. Tri Wardani Widowati, M.P</u> NIP 196305101987012001 Head of the study program Agricultural Product Technology</p>
<p>Signature/initial, date 02-01- 2018</p>	<p>Signature/initial, date 02-01-2018</p>	<p>Signature/initial, date 02-01-2018</p>

 SRIWIJAYA UNIVERSITY	<p>AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.</p>
<p>STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) THE USE OF THE LABORATORY</p>	

AFTER WORKING HOURS				
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
9	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

All laboratory users who will carry out laboratory activities after working hours must meet the following conditions:

1. To report to the laboratory staff for the implementation of laboratory activities outside of working hours at least 3 weeks before the implementation
2. To fill in the form provided.
3. The form which has been signed by the head of the laboratory is forwarded to the administration of the Department for a permit application to the Vice Dean 1.
4. To permit to use the laboratory after working hours can be granted if the research activity requires the work to be carried out on certain days or certain hours which fall on holidays or outside working hours.
5. Laboratory users are allowed to use the lab after working hours after obtaining a permit issued by the faculty (signed by Vice Dean I).
6. To confirm the type of equipment used and how to use it at least 2 days before the use.
7. Laboratory users may be accompanied by a maximum of 2 people when working in the in the laboratory according to the name listed on the permit application form.
8. Laboratory users are responsible for the cleanliness and safety of all tools in the laboratory during the use after working hours.
9. In case of unwanted or life-threatening things, lab users can contact:
 1. Security of faculty, Phone Number
 2. Lab Staff on. Lismawati Phone Number
 3. Lab Staff on. Sri Hartika Phone Number

Written by : <u>Hafsah, S.T., M.T</u> NIP 198006202001122001 Education Laboratory Regulator	Accepted by : <u>Dr.Ir. Parwiyanti, M.P</u> NIP 196007251986032001 Head of Lab. Agricultural Chemistry	Authorized by : <u>Dr. Ir. Hj. Tri Wardani Widowati, M.P</u> NIP 196305101987012001 Head of the study program Agricultural Product Technology
Signature/initial, date 02-01- 2018	Signature/initial, date 02-01-2018	Signature/initial, date 02-01-2018

**APPLICATION LETTER
THE USE OF THE LABORATORY AFTER WORKING HOURS**

Regarding to the implementation of the research that I am doing, I, the undersigned :

Name :
Student Number :
Study Program :

Ask for a permission to use the Laboratory..... Department of Agricultural Technology, Faculty of Agriculture, Sriwijaya University after working hours on

Day :
Date :

The details of the activities in the laboratory to be carried out are as follows:

Date	Activities	Start Time	End Time

As for as long as I am in the laboratory, I will be accompanied by

- 1.....
- 2.....

Thus I make this letter for permission, if during the use of the laboratory after working hours there is damage to equipments and or loss and or work accidents or other adverse events, then I am willing to take responsibility.

Acknowledged by,
Head of Laboratory,

Inderalaya,
Laboratory user,

Dr.Ir.Parwiyanti, M.P
Employee ID number
(NIP). 196007251986032001

Name
Student Number.

<p>Written by : <u>Hafsah, S.T., M.T</u> NIP 198006202001122001 Education Laboratory Regulator</p>	<p>Accepted by : <u>Dr.Ir. Parwiyanti, M.P</u> NIP 196007251986032001 Head of Lab. Agricultural Chemistry</p>	<p>Authorized by : <u>Dr. Ir. Hj. Tri Wardani Widowati, M.P</u> NIP 196305101987012001 Head of the study program Agricultural Product Technology</p>
Signature/initial, date 02-01- 2018	Signature/initial, date 02-01-2018	Signature/initial, date 02-01-2018



**SRIWIJAYA
UNIVERSITY**

**AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM
FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA
SOUTH SUMATRA**

Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.

**STANDARD OPERATING PROCEDURE LABORATORY
(SOP-LABORATORY)
ORGANIZATIONAL STRUCTURE AND
LABORATORY SERVICE HOURS**

DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
3	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. OBJECTIVE

To regulate the implementation of practicum, research and community service activities carried out at the Agricultural Product Chemistry Laboratory, Agricultural Microbiology, Evasors, Agricultural Product Processing, Agricultural Products Technology Study Program, Agricultural Technology Department, Faculty of Agriculture, Sriwijaya University..

2. SCOPE

The scope of this SOP contains duties and responsibilities, definitions, pre-conditions, laboratory management, laboratory service hours and organizational structure for laboratory users when using the facilities and equipment available in the laboratory for practicum, research and community service.

3. DUTIES AND RESPONSIBILITIES

- a. The Head of Study Program coordinates the study program including activities in the laboratory.
- b. The Head of the Laboratory is in charge of coordinating practicum, research, analysis or service activities that are independent, group or in collaboration with external or public parties in the laboratory and is responsible for activities in the laboratory to the Head of the Department.
- c. Laboratory technicians/laborers are in charge of preparing equipment and materials for practicum activities, research and analysis services and are responsible to the Head of the Laboratory.
- d. Laboratory users carry out activities in the laboratory that have been scheduled and are responsible to the Head and laboratory assistants/technicians.

4. DEFINITION

- a. The Head of the Laboratory is a lecturer who is assigned to be the highest leader in the laboratory organization of Agricultural Product Chemistry, Agricultural Microbiology, Sensory Evaluation, Agricultural Product Processing, Agricultural Products Technology Study Program, Agricultural Technology Department, Faculty of Agriculture, Sriwijaya University.

- b. To coordinate with laboratory staff, practicum coordinators, practicum assistants and are responsible for the continuity of laboratory management.
- c. Laboratory Officers are laboratory personnel/laboratory technicians who assist in the smooth running of research, practicum and analysis activities carried out in the laboratory.
- d. Laboratory users are all parties who use laboratory services either from the lecturers, students, or from other units.
- e. Laboratory facilities are all equipment and chemicals or other supporting materials used for conducting research, practicum, analytical services, and community service activities.

5. PRE-CONDITION

- a. All equipment and chemicals that will be used by users are all equipment and chemicals that are available and available in the laboratory. Users are allowed to bring their own materials and tools to be used with the knowledge of laboratory personnel.
- b. Lecturers, students and general users who will carry out activities in the laboratory must contact the laboratory staff before carrying out activities and fill out the laboratory use permit form that has been provided.
- c. Laboratory officers prepare equipment and materials a maximum of 2 days before activities are carried out by laboratory service users according to the conditions of the tools and materials needed.

- **LABORATORY OPEN HOURS at 08.00 AM - 16.00 PM**

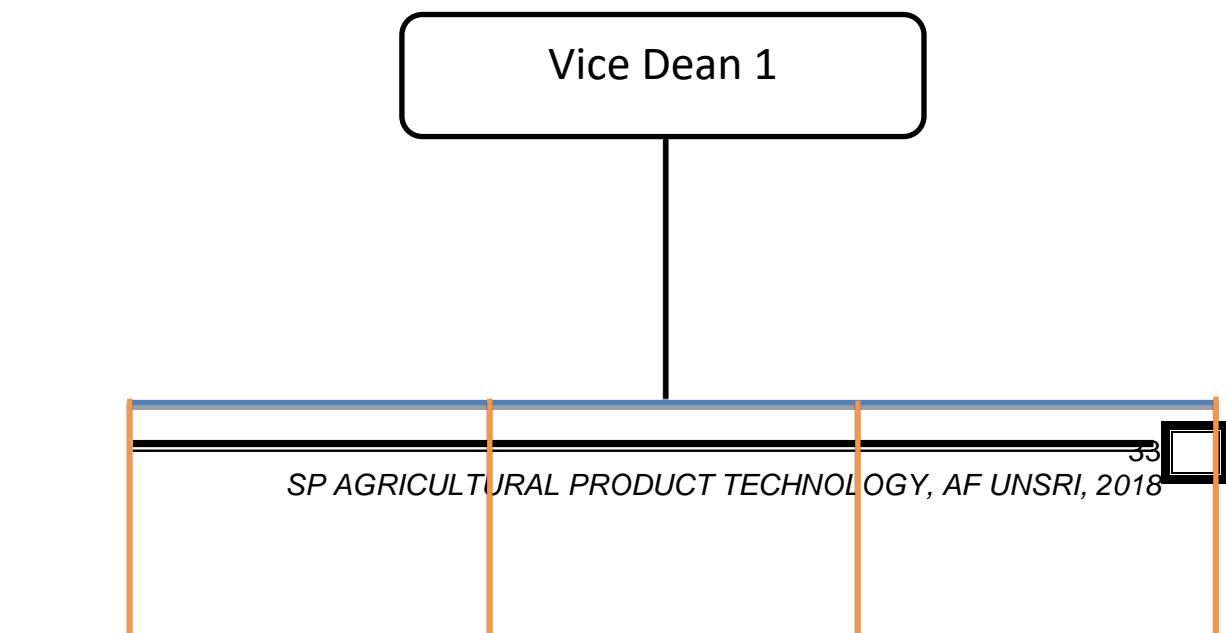
- **LABORATORY SERVICE HOURS**

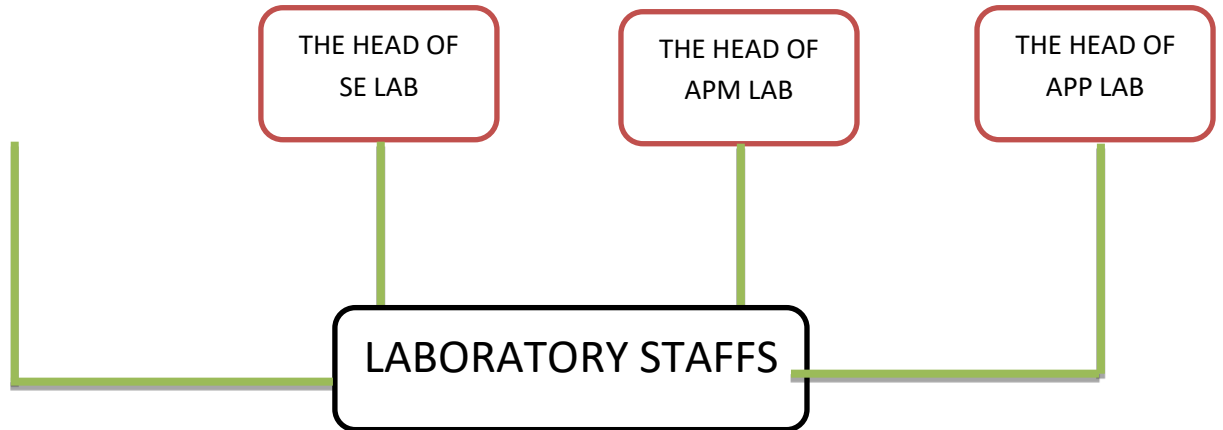
Monday – Thursday : 08.30 – 15.00 Break Time 12.00 – 13.00

Friday : 08.30 – 15.30 Break Time 11.30 – 13.00

The use of the laboratory after working hours follows the rules in SOP

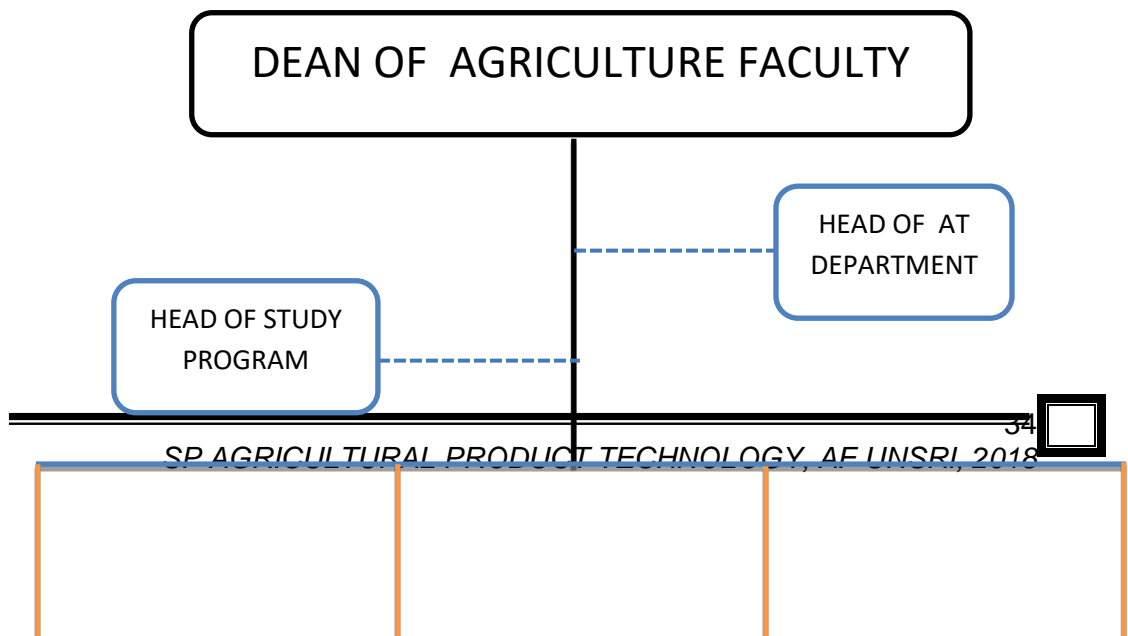
LABORATORY MANAGEMENT STRUCTURE





Written by : <u>Hafsah, S.T., M.T</u> NIP 198006202001122001 Education Laboratory Regulator	Accepted by : <u>Dr.Ir. Parwiyanti, M.P</u> NIP 196007251986032001 Head of Lab. Agricultural Chemistry	Authorized by : <u>Dr. Ir. Hj. Tri Wardani Widowati, M.P</u> NIP 196305101987012001 Head of the study program Agricultural Product Technology
Signature/initial, date 02-01- 2018	Signature/initial, date 02-01-2018	Signature/initial, date 02-01-2018


LABORATORY MANAGEMENT STRUCTURE



THE HEAD OF
SE LAB

LABORATORY

Written by : <u>Hafsah, S.T., M.T</u> NIP 198006202001122001 Education Laboratory Regulator	Accepted by : <u>Dr.Ir. Parwiyanti, M.P</u> NIP 196007251986032001 Head of Lab. Agricultural Chemistry	Authorized by : <u>Dr. Ir. Hj. Tri Wardani Widowati, M.P</u> NIP 196305101987012001 Head of the study program Agricultural Product Technology
Signature/initial, date 02-01- 2018	Signature/initial, date 02-01-2018	Signature/initial, date 02-01-2018

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) LABORATORY USER CONDUCT

DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
4	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

LABORATORY USER CONDUCT

- a. Do not place bags or other unnecessary objects on the workbench.
- b. Put your bag or personal objects in the space provided (locker), locker keys can be borrowed from laboratory staff by submitting an identity card
- c. Mandatory use of laboratory coats while working in the laboratory.
- d. No eating, drinking and smoking in the laboratory
- e. Tie hair back for students with long hair. If you use a headscarf, then the hijab is put in a laboratory coat
- f. Do not use hats, make-up, perfume, jewelry, high heels in the lab.
- g. Do not bring and use mobile phones in the lab.
- h. Clean the workbench before and after activities in the laboratory.
- i. Wear closed shoes to protect your feet in case of a chemical drip or spill.
- j. If working with hazardous chemicals, you are required to wear rubber gloves, eye protection and use a nose mask
- k. Reduce conversation during research/practicum so as not to interfere with own work or other colleagues.
- l. Maintain public order, safety and cleanliness of the laboratory.
- m. Mutual respect and respect for fellow laboratory users.
- n. Not noisy, crowded, joking and or doing activities that have nothing to do with research.
- o. If a chemical is spilled, the laboratory user must immediately clean it up with a method or material that is in accordance with the nature of the chemical. If unable to overcome the situation, report it to the laboratory staff.
- p. Put back the research/practicum tools and research/practicum materials including chemical substances in their place.
- q. Give clearly to each solution or chemical substance prepared and dispose of residual chemicals and waste in the place provided.
- r. The position of the chair must be tidied up and returned to its original place.
- s. Fill out the log book before using digital tools.

- t. Turn off power tools when you have finished using them and do not leave unsafe tools on. For example, when after heating the solution, do not leave the hot plate still burning.
- u. The user is obliged to contact the laboratory staff if there are incomplete tools and material discrepancies (concentration, amount, physical properties of the material) to be used after checking first.
- v. The user is obliged to contact the laboratory staff for the use of instrumentation tools and is not allowed to move, lift to another place without the knowledge of the laboratory staff.
- w. The use of instrumentation tools must be accompanied by laboratory personnel, if allowed to do it themselves, the person concerned is first explained about the procedure for using the equipment by laboratory personnel and may not be represented by other people who are not registered as laboratory users.
- x. Users are not allowed to modify or change the settings of the tools used without the permission of the laboratory staff
- y. Lab users stop all activities in the lab one hour before the lab closes

Written by : <u>Hafsah, S.T., M.T</u> NIP 198006202001122001 Education Laboratory Regulator	Accepted by : <u>Dr.Ir. Parwiyanti, M.P</u> NIP 196007251986032001 Head of Lab. Agricultural Chemistry	Authorized by : <u>Dr. Ir. Hj. Tri Wardani Widowati, M.P</u> NIP 196305101987012001 Head of the study program Agricultural Product Technology
Signature/initial, date 02-01- 2018	Signature/initial, date 02-01-2018	Signature/initial, date 02-01-2018

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
	STANDARD OPERATING PROCEDURE (SOP) THE ELECTION OF HEAD AND SECRETARY OF DEPARTMENT AND HEAD OF STUDY PROGRAM

DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
15	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. GENERAL REQUIREMENTS

- a. The term of office of the head of affairs, secretary of affairs and head of the study program is 4 (four) years;
- b. The head of department, secretary of department and head of study program shall serve a maximum of 2 (two) consecutive terms of office;
- c. The election of the head and secretary of the department is conducted simultaneously 1 (one) month before the end of their term of office;
- d. The election is carried out in a special meeting for the election of the head and secretary of the department which is attended by a minimum of 2/3 (two thirds) and the number of active staff of the Department of Agricultural Technology. Meanwhile, the selection of the head of the study program must be attended by a minimum of 2/3 (two thirds) and the number of active study program staff. If the meeting participants do not reach the quorum then:
 - d.1. Meeting adjourned for one week;
 - d.2. If after one week's postponement, the meeting participants also do not meet the quorum. Then, the meeting is postponed for a maximum of one hour;
 - d.3. If after the postponement the two meeting participants also do not meet the quorum. Then a meeting for the election of the head and secretary of the department can be held if at least 1/2 (half) are present plus 1 (one) and the number of members.
- e. Elections are direct, free, and confidential.

2. REQUIREMENTS FOR CANDIDATES FOR HEAD AND SECRETARY OF DEPARTMENTS AND HEAD OF STUDY PROGRAMS

- a. Lecturer of the Department of Agricultural Technology;
- b. Minimum functional position as lector (associate professor);
- c. Not currently holding a position in the Sriwijaya University scope.
- d. The maximum age is 56 years for those who hold the position of Lector and 61 years for those who hold the position of Head Lector at the time of nomination.

3. PROCEDURES FOR ELECTION OF HEAD AND SECRETARY OF DEPARTMENT AND HEAD OF STUDY PROGRAM

- a. The forming of formation team is carried out for the election of the head, secretary of the department and the head of the study program;
- b. Each department staff present at the meeting submits one name each to be nominated as head and, secretary of department, or head of study program;
- c. Names that are netted are inventoried and 3 names are taken each with the most votes as a candidate for department head, department secretary or study program head;
- d. If there are candidates who get the same vote (the top three).Then, a re-election will be held for the candidates who get the same vote;
- e. The three selected candidates are required to present their vision, mission and work program;
- f. It is recommended that the election of the department head, department secretary, or study program head is direct, free and confidential by writing one name on the election paper;
- g. Vote counting is carried out openly and witnessed by all meeting participants;
- h. The format is compiling to unite three candidates based on the number of votes;
- i. If there are two or more names with the same number of votes, then only the candidate with the same number of votes will be re-elected to get the name with the most votes;
- j. The name of the candidate for the head and, secretary of the department or head of the chosen study program is then submitted to the Dean to be proposed to the Rector, accompanied by the official report of the election.
- k. After the election, the Head and, the Secretary of the Department of Agricultural Technology, and the Head of the Agricultural Technology Study Program and the head of the Agricultural Product Technology Study Program are inaugurated by the Rector.



**SRIWIJAYA
UNIVERSITY**

**AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM
FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA
SOUTH SUMATRA**

Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.

**STANDARD OPERATING PROCEDURE
(SOP)**

**ACCOUNTABILITY REPORT OF HEAD OF DEPARTMENT AND
HEAD OF STUDY PROGRAM**

DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
16	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

- a. The Head of the Department and the Head of the Study Program make written responsibilities regarding work, finance and performance carried out while serving as the head of the department and head of the Study Program for one period;
- b. Accountability is submitted verbally at the departmental meeting at least a week before the election of the new chairperson;
- c. After the delivery of accountability material, the meeting participants are given time for discussion for improvement and explanation of the achievement of target.

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
	STANDARD OPERATING PROCEDURE (SOP) THE REPLACEMENT OF HEAD AND SECRETARY OF DEPARTMENT, AND HEAD OF STUDY PROGRAM

DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
17	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

If the head of the department, secretary of the department, head of the study program or head of the laboratory is permanently unable to carry out his duties due to any reason for example holding another official position inside or outside Sriwijaya University, continuing on going study, having prolonged illness, or death, a change can be made with the following conditions:

a. The incumbent official officially submits a letter of resignation for himself/herself and his/her position with strong reasons and can be accepted by the participants, except for reasons of death;


b. Before the replacement is officially carried out with conditional terms, then:

b. 1. The incumbent officials, if possible, remain in their positions;

b. 2. In the terms of duty the incumbent official no longer supports the

implementation of his/her position, then:

- If the head of the department is unable to attend, the position of the head is concurrently by the secretary of the department;
- If the secretary of department is absent, the secretary's position is concurrently by the head of the department;
- If the head of the study program is unable to attend, the position of the HSP is concurrently by the head of the department.
- The selection of officials from time to time is carried out such as the procedure for selecting the head of the department, department of the department or head of the study program.

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) ACADEMIC ADVISOR (AA)

DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
1	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1.1 Academic Advisory Lecturer Appointment Procedure

- a. The determination of AA is based on considerations of activeness, rank and the distribution of the number of students under guidance by the Head of the Study Program (HSP).
- b. AA Lecturer replacement can only be done if:
 - b.1 Problems arise between advisor and students in the mentoring process, which causes students or their advisors to feel uncomfortable anymore, then these problems must be reported in writing by HSP to the Head of the Department
 - b.2. Advisor retires, move dishonorably dismisses, resigns from civil servants.
 - b.3. The advisor states that he/she is no longer able to provide guidance due to permanent illness.
 - b.4. The advisor passes away.
- c. If the replacement of the advisor is due to problems arising between the advisor and the student, the Head of the Department will call the two parties separately for questioning and make a report. The minutes will be brought to the department meeting and will be decided at the meeting regarding the actions to be taken.

1.1. Guidance Process

- a. Student
 - Must consult with AA on academic, personal and social issues at least 4 (four) times each semester.
 - Fill in the CSS and CCS must be consulted in advance and signed by the AA Lecturer.
 - Fill out CSS and CCS online in the academic information system (SIMAK)
 - Each consultation must fill out a consultation form and be signed by the AA Lecturer.
 - Submit CSS, CCS and CRS cards to be archived by AA Lecturers.
 - Submit biodata/curriculum vitae.
- b. Lecturer
 - Monitor the progress of students under his/her advisory by evaluating students' learning outcomes every semester (at least 4 meetings per semester which are monitored with a consultation form).
 - Provide intensive guidance to students, especially for students whose study results are declining.

- Identify academic, personal, and social obstacles that affect the smooth learning faced and helping to solve them.
- Help student to plan their studies in accordance with the results of previous semester studies.
- Determine the guidance schedule based on the existing master schedule
- Discuss study results and student study plans
- Sign the Course Selection Sheet (CSS) and Course Change Sheet (CCS), and keep the archives
- Validate the CSS of their guidance students in the academic information system (SIMAK)
- Hold consultations with other lecturers who take care of the courses that are followed by students under their guidance.
- Report the progress of the student's study under his guidance to the Head of Study Program/Head of Department.



**SRIWIJAYA
UNIVERSITY**

**AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM
FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA
SOUTH SUMATRA**

Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.

**STANDARD OPERATING PROCEDURE ACADEMIC
(SOP-ACADEMIC)
FILLING IN THE COURSE SELECTION SHEET (CSS) AND**

COURSE CHANGE SHEET (CCS)				
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
2	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

- a. Courses offered by and majors; along with a schedule for each semester and announced at the latest on time with the issuance of a Course Result Sheet (CRS) signed by the Vice Dean for Academic Affairs.
- b. Filling the number of credits in the CSS is determined by the CRS value of the previous semester, which is directly listed in the academic information system (SIMAK) of each student.
- c. Taking the study load by new students in the first and second semesters is determined by package;
- d. The student's study load for the next semester is determined by the ability based on the Semester Achievement Index (IP) that has been achieved in the previous semester listed in the Temporary CRS of the Agricultural Technology (AT) Department. Table of study load based on CRS can be seen in the Academic Guideline of the Faculty of Agriculture and Sriwijaya University;
- e. Filling in the CSS is done after consulting with the Academic Advisor (AA);
- f. Taking the course in the CSS approved by the AA is then uploaded to the Academic Information System (SIMAK).
- g. CSS that has been filled out by students and approved by the AA is given to students, one copy of the CSS is submitted to the AA;
- h. If the AA is unable to come on the CSS schedule, the AA must go to the Head of the Study Program, or the Secretary of the Department or Head of the Department;
- i. If the Academic Advisor is unable to attend when filling out the CSS, the CSS must be consulted and approved by the Head of the Study Program, or the Secretary of the Department or Head of the Department with priority based on the order;
- j. If the student is unable to fill out the CSS on schedule, he/she must go to the AA or the Head of the Study Program, or the Secretary of the Department or the Head;
- k. Students may change their current semester study plan by filling out a Course Change Sheet (CCS);
- l. CCS filling can only be done once and is carried out according to the CCS schedule; and filled in online through the Listen system

- m. The CCS which has been filled in by the student and approved and signed by the AA is submitted by the student to the department; one copy of CCS is submitted for AA;
- n. If the Academic Advisor cannot be found until the end of the time for filling out the CCS, then the CCS must be consulted and approved by the Head of the Program, or the Secretary of the Department or Head of the Department in order.



**AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM
FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA
SOUTH SUMATRA**

Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.

SRIWIJAYA UNIVERSITY	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) LECTURE AND PRACTICUM			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
3	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

a. Course Lecturer

- Lecturers are required to give lectures in accordance with the syllabus described in the Lecture Program Unit (SAP) informed to students in the form of an Outline of Lecture Materials (GBPP)
- Course activities can be conducted in the form of lectures, responses, seminars, colloquiums, discussions, or a combination of several of these activities.
- Lectures are divided into two semesters, namely odd semesters and even semesters, plus lectures over semesters (special semesters);
- If the course has not reached 12 meetings or 80 percent of the number of face-to-face activities specified, then the caretaker lecturer is required to complete the lecture before the end-semester exam;
- The procedure for evaluating practicum activities is regulated by the lecturer practicum coordinator of the courses;
- Field Work Practice must be carried out before the semester exam takes place and are coordinated with the caretakers of other Agricultural Technology Departments so that their implementation can be combined.

b. Student

- Students are required to attend courses and practicums in accordance with the courses they take and are listed in the CSS and/or CCS.
- Students who take part in course activities must dress neatly, appropriately, and politely, wear shoes and not wear T-shirts;
- Students who take new or repeat courses are required to attend lectures, practicum and other academic activities in accordance with the courses they take and are listed in the CSS and/or CCS;
- Students whose attendance is less than 80 percent of the total face-to-face meetings are not allowed to take the end-of-semester exam;
- Practicum can be done in the form of practicum in the laboratory, workshop, greenhouse, and field; and can be done in the form of Field Work Course;
- Practicums that are carried out for less than 80 percent of the specified number of activities must be completed before the semester exam;

- Field Work Course are practical activities for subjects that must be followed by every student to complete practical scores;
- Students who are unable to participate in Fieldwork Lecture activities can replace them with similar activities and have the same value as approved by the Practicum Coordinator Lecturer and make a report on the implementation of these activities.

c. Asistant

- The determination of the practical and lecture assistants was submitted to the coordinator of the course lecturer and proposed by the Head of the Department of Agricultural Technology to be assigned by the Dean of the Faculty of Agriculture, Sriwijaya University;
- Assistants are selected from students who have already taken the course with a minimum grade of B;
- The number of assistants for each subject is in proportion to the number of students who will carry out practicums;
- Assistants are tasked with assisting lecturers in preparing, supervising, and carrying out practical activities;

d. Examination and Assesments

d.1. Examinatio Requirements

- Students can take the final semester exam for a course if they have taken at least 80 percent of the total face-to-face activities for the course;
- Students who do not take exam will be given a score of zero, for each exam they do not take;
- Lecturers can give semester exams if they have completed face-to-face lectures at least 12 times;
- If the course has not reached 12 face-to-face activities, the course lecturer must complete the lecture before the end-semester exam.

d.2. Examination and Assessment Procedure

- The course coordinator lecturer summarizes the components of each grade from each course lecturer at the end of the semester;
- The reference used in assessing exams, assignments and practicums is absolute value with a range of 0 to 100 or Normal Reference Assessment;
- The assessment component of each course taken by students in each semester consists of a lecture and/or practical assessment component and or an assignment assessment component in accordance with the weight of the credits;
- The course assessment component consists of an exam and an assignment given by the course lecturer;



- Exams for each subject consist of daily exams or quizzes, mid/mid semester exams and final semester exams. The exam can be conducted orally or in writing;
- Quizzes are held two to four times in one semester, each given after two or more subjects (lecture material) are delivered;
- The implementation of the exam is regulated by the course lecturer;
- Mid-semester and final semester examinations are held in the period according to the academic calendar and are known by the Head of the Department;
- Students who do not take exam will be given a score of zero, for each exam they do not take;
- Students who are found to have cheated at the time of the exam and are found to have cheated will be given the following sanctions:
- Given score of zero (E) for the course;
- The course lecturer reports in writing to the Head of the Study Program and the Head of the Study Program give a warning letter with a copy to the the Head of the AT Department, the Head of the related Department and VD I;
- Students make a statement letter which is known by their academic advisor not to repeat cheating during the exam;




AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM
FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA
SOUTH SUMATRA

Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.

SRIWIJAYA UNIVERSITY	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) FILLING AND SUBMISSION OF EXAMINEE LIST AND EXAMINATION RESULT (DPNA)			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
4	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

- a) The final score of the courses are in the form of score components and those that have been processed in the form of relative score (A, B, C, D, E) are entered in the DPNA by the course coordinator lecturer, online through the academic information system (SIMAK).
- b) The person in charge/course coordinator uploads score through the SIMAK and submits the DPNA to the dean through the department within a predetermined period of time (no later than 10 days after the final course exam is held).
- a) Delay in uploading grades score and submitting DPNA within a predetermined period of time, the dean has the right to take over responsibility for the assessment by giving all participants a B score for the course.

	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
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SRIWIJAYA UNIVERSITY	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) RETAKEN COURSE FOR REMEDIAL SCORE			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
5	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

- a. Students can correct the score of each course at most twice (except still get an E) and the score used is the highest one;
- b. The corrected courses must be listed on the CSS or CCS;
- c. Students must participate in all academic activities of the course as a whole including practicum and/or Field Work Practice.
- d. Courses that must be repeated and corrected are courses with an E value;
- e. Courses with C score and D score can be corrected after obtaining approval from the Academic Advisor (AA), and;
- f. Students who get a B value are not allowed to be corrected.

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
	STANDARD OPERATING PROCEDURE ACADEMIC

	(SOP-ACADEMIC) STOP OUT			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
6	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

Students of the Department of Agricultural Technology in circumstances that are forced to stop their study activities for a maximum of 2 (two) years must follow the following procedures/requirements:

- a. Students can apply for SO for health reasons (based on a medical certificate) or for other appropriate reasons;
- b. Field Work Practice must be carried out before the end of semester exams take place and are coordinated with course lecturer in the Department of Agricultural Technology so that the implementation can be combined; as well as
- c. Students who can apply for SO are those who have collected at least 50% of the credits load that must be obtained in the semester that has been taken and have been registered as a student for at least 2 semesters;
- d. The SO period is counted as a period of study and students are free from tuition payments;
- e. The maximum length of SO is 2 years and cannot be taken more than 2 consecutive semesters.

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.
STANDARD OPERATING PROCEDURE	

	(SOP) STUDENT TRANSFER			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
7	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. Transfer Requirments

Students can transfer from and to Agricultural Technology:

- A. From the Department of Agricultural Technology, Sriwijaya University to other universities. Every student who is registered in the current semester and has at least participated in academic activities for 2 semesters can submit an application to transfer to another university. Students who are approved to be transferred by the Rector cannot be transferred back to Sriwijaya University.
- B. Students can transfer from one study program to another within the university, if they meet the following requirements:
 - Switching programs must be on a similar program
 - Have attended academic activities for at least 2 semesters and have collected a minimum of 26 credits
 - Achieved GPA ≥ 3.00 .
 - Approved by the boards of the Faculty/Department/Study Program
- C. From other universities to the Department of Agricultural Technology, Sriwijaya University. The Department of Agricultural Technology only accepts transfered students from state universities that have the same study program and are accredited at least with the following conditions:
 - The reason for transfer is because of following parents accompanied by evidence.
 - Not expelled from the previous University due to certain reasons with the recommendation of the Rector.
 - For students who have participated in academic activities for 2 semesters at the previous university, they must submit a minimum of 26 credits with a GPA ≥ 3.00 .
 - For students who have participated in academic activities for 4 semesters at the previous university, they must submit a minimum of 52 credits with a GPA ≥ 3.00 .
 - For students who have attended academics for 8 semesters at the previous university, they must submit a minimum of 104 credits with a GPA ≥ 3.00 .

- Students who are transferred to the Department of Agricultural Technology Sriwijaya University must have a minimum score of B in Mathematics, Physics, Biology and Chemistry.

2. Transfer Procedures

- a. Students who want to transfer to the Department of Agricultural Technology, Faculty of Agriculture, Sriwijaya University, must submit an application to the Rector by fulfilling the conditions in point 5.1.
- b. Students from the Department of Agricultural Technology, Faculty of Agriculture, Sriwijaya University, who want to transfer to another department or faculty or university, must submit a transfer application, known by the AA and approved by the Department of Agricultural Technology, Faculty of Agriculture, Sriwijaya University, by fulfilling the conditions in point 5.1.
- c. Conditions for transfer students:
 - Transfer students are subjected to the provisions of the curriculum and study period that apply in the Department of Agricultural Technology, Sriwijaya University.
 - The study period for transfer students is in accordance with the time limit of the study program they take at previous university starting from the time they are registered there.
 - Department of Agricultural Technology of Sriwijaya University only accepts transfer students at the beginning of the academic year (odd semester registration period).



**AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM
FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA
SOUTH SUMATRA**

SRIWIJAYA UNIVERSITY	Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) THE IMPLEMENTATION OF STUDENT DISCUSSIONS AND SEMINARS			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
11	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

The research plan discussion (hereinafter referred to as the discussion) and the research result seminar (hereinafter referred to as the seminar) are held in the Seminar Room, Department of Agricultural Technology, Faculty of Agriculture, Sriwijaya University, Indralaya. The requirements and procedures for conducting student discussions and seminars are as follows:

1. Terms and Procedures Discussion

Discussion of research plans is mandatory for students before carrying out research, attended by the academic community, especially members of the advisory committee, a number of lecturers and a minimum of 10 students.

- a. Students prepare discussion papers that have been approved by the advisory commission;
- b. Students register for the academic section of the Department of Agricultural Technology in order to get a discussion invitation form for lecturers, proof of acceptance of invitations, as well as an attendance list form for lecturers and seminar participants;
- c. Students bring invitation forms and other files accompanied by seminar papers at least one week before the seminar to be signed by the Head of the Department of Agricultural Technology;
- d. Students are asked to distribute discussion invitations to lecturers, accompanied by discussion papers no later than two days before the implementation of the discussion;
- e. The preparation of the room, OHP/LCD media, consumption and others (if any), is the responsibility of the student and coordinates with the department's administrative staff;
- f. The implementation of the discussion on the day that has been determined is regulated in the discussion rules as follows:

- f.1. The discussion is carried out for about 1 hour, guided by the advisor;
- f.2. After the discussion is opened by the advisor, students are immediately asked to present their discussion papers for 10 to 15 minutes, paper presentations by students are advised to use audio-visual aids/LCD;
- f.3. After the students presents their papers, the seminar moderator invites the students who attends and the lecturers to provide suggestions, objections and questions to the speakers regarding various aspects related to the substance, methodology and format of the paper;
- f.4. Each questioner is given a maximum time allocation of 10 minutes to ask and respond to the answers of the presenters;
- f.5. After all discussion participants ask questions, if there is still time available, the advisor provides feedback on the implementation of the discussion and responds to various things submitted by the discussion participants;
- f.6. After the discussion is over, the discussion moderator on behalf of the Head of the Department closed the discussion.

2. Student Seminar Requirements and Procedures

a. Seminar Requirements are:


- a.1. Students have attended at least 9 student seminars in the Department of Agricultural Technology as evidenced by a seminar card and at least 1 time in each other major and proven by a seminar card;
- a.2. The requirements for the implementation of seminar activities are: 1) the presence of a minimum of 1 advisory lecturer, 2) the presence of at least 2 (two) of teaching staff beside advisor, 3) the presence of a minimum of 10 students. If the attendance of lecturers and students is not met, then the discussion or seminar is postponed (cancelled) for that day and replaced by another day after obtaining approval from the advisor and seminar committee.

b. Seminar procedures are:

- f.1. Students prepare seminar papers that have been approved by the advisory commission;
- f.2. Students register for the academic section of the Department of Agricultural Technology in order to obtain a seminar invitation form for lecturers, an invitation receipt form, as well as an attendance list form for lecturers and seminar participants;
- f.3. Students bring invitation forms and other files accompanied by seminar papers at least one week before the seminar to be signed by the Head of the Department of Agricultural Technology.
- f.4. Students are asked to distribute seminar invitations to advisors, discussion lecturers, and other lecturers along with seminar papers no later than two days before the seminar;



- f.5. Preparation of space, OHP/LCD media, consumption and others (if any), is the responsibility of the student and coordinates with the department's administrative staff;
- f.6. The implementation of the seminar on the day that has been set is regulated in the seminar rules as follows:
- The seminar is held for about 1 hour, lead by a advisor;
 - After the seminar is opened by the advisor, students are immediately asked to explain the problem of the seminar for 10 to 15 minutes, paper presentations by students are recommended to use audio-visual aids/LCD;
 - After the students present their papers, the seminar moderator invites the students who are present as well as the discussing lecturers, other lecturers to provide suggestions, objections and questions to the speakers regarding various aspects related to the substance, methodology and format of the paper;
 - Each guest is given a maximum time allocation of 10 minutes to ask questions and provide answers to the speakers;
 - Based on the quality of the paper, mastery of the material as well as the manner of appearance and attitude during the seminar, the lecturers present in the seminar are expected to provide an assessment of the student's seminar. The assessment is written on the assessment form that has been provided;
 - After all participants have asked questions, if there is still time available, the advisor provides feedback on the implementation of the seminar and responds to various things presented by the discussion participants;
 - After the seminar is over, the seminar moderator on behalf of the Head of the Department closes the seminar.

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE (SOP) FIELD PRACTICE			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
26	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. Terms and Conditions of Field Practice

- a. Field Practice can be carried out by students who have collected a minimum of 110 credits;
- b. Field practice is guided by at least one advisor;
- c. The field practice plan proposal has been approved by the field practice advisor.


2. Appointment and Replacement of Field Practice Advisor

- a. The Field Practice advisor is appointed by the Department based on the proposal from the Head of the Study Program;
- b. The advisory proposal based on the suitability of students' field practice topics with the field of expertise of the advisors;
- c. If the topic of field practice is in accordance with the AA's expertise, then the priority as a field practice advisor is the academic advisor (AA);
- d. Replacement of advisors can only be done if ;
 - d.1. A problem arises between the advisor and students in the mentoring process, which causes the student or advisor to feel uncomfortable, then the problem must be reported in writing to the Head of the Department.
 - d.2. Advisor retires, moves, dishonorably discharges, resigns from civil servants.
 - d.3. The advisor stated that he was no longer able to provide guidance because of a permanent illness.
 - d.4. The advisor passes away.
- e. If the replacement of the advisor is caused by a problem between the advisor and the student, the Head of the Department will call the two parties separately to be asked for information and make a report. The minutes will

- be brought to the department meeting and a decision will be made in the meeting regarding the actions to be taken.
- f. Replacement of advisors will be carried out based on consideration of the level of progress in the implementation of Field Practices.
 - g. If it is decided to replace the advisor, then it is offered to the participants of the department meeting who is willing to become a substitute advisor by considering the field and topic of field practice.
 - h. A substitute advisor is proposed by the head of the department to the dean for the issuance of a Advisory Decree

3. Procedures for the Implementation of Field Practices and the Guidance Process

- a. Students prepare a framework (proposal) that will be carried out in the field before the implementation of the Field Practice, and the proposal must obtain the approval of the advisor and be known by the Head of the Department.
- b. Implementation of field practice is for at least one month in the field (village, government/private institutions or agencies engaged in agriculture);
- c. At the latest one month after the completion of the Field Practice, students must submit the concept of the Field Practice report to the advisor and continue with consultation and improvement of the report;
- d. If the student does not provide a report within that period, the advisor will cancel the Field Practice with the knowledge of the department;
- e. Field Practice Assessment is not through a test;
- f. Assessment by advisor is based on student activities in the field (score from the performance), content, and form of the report;
- g. Scores submitted to the Department no later than one month before the report is declared complete and approved by the Head of the Department

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE (SOP) THESIS			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
27	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. Thesis Terms and Conditions

Students can carry out research if:

- a. Have completed a minimum of 118 credits,
- b. Have taken Scientific Method courses as well as majors related to child assessment will be carried out, and
- c. Have carried out Pre-Research Discussion.

2. Determination and Replacement of Thesis Advisor

- a. Thesis advisor is appointed by the department based on a proposal from the Head of the Study Program;
- b. The recommendation of a advisor is based on the suitability of the student's thesis topic with the field of expertise of the advisor;
- c. If the thesis topic is in accordance with the AA's expertise, then the priority as a advisor is the AA lecturer;
- d. Replacement of advisors can only be done if:
 - d.1. A problem arises between the advisor and students in the mentoring process, which causes the student or advisor to feel uncomfortable. The problem must be reported in writing to the Head of the Department.
 - d.2. Advisor retires, moves, dishonorably discharges, resigns from civil servants.
 - d.3. The advisor stated that he was no longer able to provide guidance because of permanent illness.
 - d.4. Advisor passes away.
- e. If the replacement of the advisor is caused by a problem between the advisor and the student. The Head of the Department will call the two parties separately to be asked for information and make a report. Minutes of the meeting regarding the actions to be taken.

- f. The replacement of the advisor will be carried out based on the consideration of the level of progress in the implementation of the thesis;
 - f.1. If the pre-research discussion has not been carried out or has not been carried out, the advisor must be replaced.
 - f.2. If the research is in progress, the replacement of the advisor will be submitted to the ability of another advisor. If other advisors are able to guide themselves, there is no need to replace the advisor.
 - f.3. If you stay at the writing stage, there is no need to replace the advisor unless another advisor declares that he is unable to guide himself.
- g. If it is decided to replace the advisor, then it is offered to the participants of the department meeting who is willing to become a substitute advisor by considering the field or research topic.
- h. If the advisor 1 is to be replaced, then if the advisor 2 fulfills the conditions, he/she becomes the advisor 1 and the new advisor becomes the advisor 2, and
- i. The substitute advisor is submitted by the head of the department to the dean for the issuance of a advisory decision letter.

3. Thesis Preparation Procedures

- a. Students together with their advisors determine the research topic;
- b. Students prepare their research plans in the form of research proposals with the guidance and direction of their advisors;
- c. If the advisor assesses that the research proposal is sufficiently directed and good, the students are directed and guided to compile a pre-research discussion paper;
- d. If the supervising lecturer assesses that the discussion paper is well-directed and good enough, the student and advisor will schedule the discussion to the coordinator of the discussion and seminar department;
- e. Students with the direction of their advisors make improvements to discussion papers and research proposals by considering questions, suggestions and opinions submitted by students and lecturers in pre-research discussions;
- f. The research proposal that has been approved by the advisor is bound, signed by the advisor and the department head and collected by the department in accordance with regulations;
- g. If the advisor assesses that the student is ready to carry out research, the advisor allows the student to carry out his research;
- h. During research, students must submit a monthly report on research activities to the advisor with a copy to the head of the department;
- i. If the research has been completed, the student must write a draft report on the results of the research (draft thesis). The thesis draft must have been




- submitted to the advisor two months after completing the research and data collection activities;
- j. The supervising lecturer reads and corrects the thesis draft and provides written and oral improvement suggestions to students;
 - k. Students provide a thesis draft in accordance with the results of corrections and suggestions from the advisor;
 - l. After the thesis is finished, it is checked by both Advisor I and Advisor II and is deemed worthy of a seminar, then the advisor directs students to write a seminar paper;
 - m. If the advisor assesses that the seminar paper is good enough and worthy of a seminar, the student with the approval of the advisor will schedule the seminar to the Coordinator of the Discussion and Seminar of the Department;
 - n. Students with the direction of the advisor improve seminar papers and thesis drafts by considering input, suggestions, statements, and opinions submitted by the discussants and seminar participants, both students and lecturers;
 - o. If the advisor assesses the thesis draft is good enough and the student is ready to defend his thesis, then the student with the advisor's approval can submit a comprehensive study;
 - p. Students with the direction of the advisor and the examining committee must improve their thesis in accordance with the input, suggestions, statements, and opinions submitted by the examining committee during the comprehensive examination;
 - q. The thesis that has been corrected and approved by the advisor and the examining committee by signing the thesis approval sheet can be bound by taking into account the applicable provisions and/or in the Academic Manual of the Faculty of Agriculture, Sriwijaya University.

4. General Terms and Sanctions for Thesis

- a. The duration of the research is equivalent to activities of 30 hours per week for a minimum of 16 weeks (six months) starting from the preparation of the proposal until the completion of the research (thesis exam);
- b. The research proposal draft must be completed and submitted to the advisor no later than 1 (one) month after the implementation of the pre-research discussion, otherwise the pre-research discussion can be canceled;
- c. If the student has not submitted his thesis draft to the advisor 6 (six) months after the completion of the research and data collection activities, the research can be canceled; as well as
- d. The Head of Department will call the student and if up to three summons within a period of 2 (two) months the student has never appeared, then the research can be cancelled;

- e. If after 2 (two) months from the end of the research, the student has not submitted his thesis draft to the advisor, the advisor must provide a written report to the Head of the Department;
- f. In writing theses, students must be guided by the "Guidelines for Writing Scientific Papers" applied at the Faculty of Agriculture, Sriwijaya University;
- g. During the thesis writing process, students must actively consult with the advisor and after each consultation the advisor fills out a consultation card;
- h. If after 1 (one) month the thesis draft has not been corrected or returned by the advisor, the student has the right to report this incident to the Head of the Department.
- i. The Head of the Department then calls the lecturer in question to ask for confirmation and gives a warning so that the mentoring process can go well.

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE (SOP) THE IMPLEMENTATION OF COMPREHENSIVE EXAMINATION			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
28	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

The comprehensive exam is the final exam of student studies in the Department of Agricultural Technology with the thesis and other lecture materials related to the thesis as the main material. The requirements and procedures for the implementation of the Comprehensive Examination are as follows:

1. Comprehensive Exam Requirements


Requirements that must be met by students who will take a comprehensive exam, namely:

- a. Registered as a student at the Faculty of Agriculture, Sriwijaya University, evidenced by a Student Identity Card;
- b. Have fulfilled all academic and administrative requirements in faculties and departments;

2. Comprehensive Exam Procedures


- a. The comprehensive exam can be carried out after all the advisors state that the student concerned is ready to take the comprehensive exam by signing the thesis file;
- b. Students submit an application to the Department for a comprehensive exam no later than 7 (seven) days prior to the implementation of the examination;
- c. The Department submits an exam proposal to the Dean no later than 4 (four) days before the exam;
- d. The distribution of invitations is carried out no later than 3 (three) days before the implementation of the test;
- e. The Department determines the testing lecturers;
- f. There are a minimum of three examiners and a maximum of five people consisting of three main examiners and two assistant examiners if necessary;

- g. The examining committee consists of the Chairperson who is the Advisor I, the Secretary who is the Advisor II, the Main Examiner and the Assistant Examiner;
- h. The decision letter for each examiner is issued by the Dean of the Faculty of Agriculture on behalf of the Rector of Universitas Indonesia based on the proposal of the department;
- i. If one member of the examiners is unable to test, the lecturer must report in writing to the head of the department stating the reason for not being able to test during the exam and scheduling a follow-up exam.;
- j. Comprehensive exams can be conducted only if the Head of the Examiner Team and at least 2 examiners are present;
- k. If the secretary of the Examining Team is unable to attend, his role can be replaced by one of the examiners who receives the assignment;
- l. The implementation of the test is closed. Examinations and follow-up examinations must be carried out in the Department of Agricultural Technology, Faculty of Agriculture, Sriwijaya University. The exam lasts for 2-3 hours, on working hours and days;
- m. The follow-up examination must be carried out no later than 3 (three) days after the canceled schedule and lasts for 20-30 minutes per examiner without the student presenting the results of their research;
- n. Each examiner has the same right to give a score;
- o. The assessment is carried out based on attitude, mastery of test material, and thesis content with successive proportions: 10 percent, 50 percent and 40 percent;
- p. The final score for an examinee is the average of all test scores;
- q. If a student is not satisfied with the score given by the Examiner Team, or a student is declared not to have passed, the student may take a re-test;
- r. The re-examination can be carried out at the latest one month later unless the water student is threatened with dropping out;
- s. The completion of the comprehensive exam must have been announced immediately after the comprehensive exam is completed, but the new test scores are entered into the DPNA after the student concerned has revised the thesis according to the written advice of the examiners approved by the supervisor;
- t. Students must correct the thesis according to the examiner's advice no later than 3 months after the exam takes place, otherwise the exam will be canceled;
- u. Proof that the thesis has been corrected is the examiner's signature on

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) DROP OUT			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
8	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

Students of Department of Agricultural Technology will drop out:

- a. If a student in one semester gets an GPA < 2.00 then he/she will be given a warning by the Head of the Department/Study Program. If this happens three times in a row, the Dean will give a stern written warning;
- b. If a student at the end of the second year cannot collect credits of 52 credits or at the end of the second year collects credits of ≥ 52 credits but with GPA < 2.00 then he is declared to have dropout;
- c. If a student will closely have a dropout (at the end of semester 8), the department gives a warning letter to the student and invites him/her to schedule the completion of his/her studies;
- d. If a student cannot complete his/her study within a maximum time limit of 10 semesters, he/she will be declared as dropout of study.

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) JUDICIUM			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
30	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

1. Academic Requirements

Students can take the Judicium:

- Students have collected at least 144 credits;
- GPA $\geq 2,0$;
- No E score;
- D score is not more than 10 percent of the number of credits taken as determined by the study program being followed;
- Have submitted a thesis and field practice that has been bound and approved by the advisor.

2. Academic Requirements

1	Photocopy and original of the last Student ID Card	4 sheets
2	Photocopy and original library free certificate (The validity period is 3 (three) months before the graduation date) a. Central Library of Sriwijaya Univeristy b. Regional Library (Province)	4 sheets
3	The proof of payment of the thesis guidance fee from the Head of the Department	5 sheets
4	Photocopy of diploma/transcript administration receipt from the The Head of Academic Affairs	5 sheets
5	Photocopy of receipt of payment of the inauguration fee from the Assistant Treasurer of the Faculty of Agriculture Unsri	5 sheets
6	The proof of last semester tuition payment	5 sheets
7	Alumni form / alumni data (including the original)	4 sheets
8	Study history (including the original)	4 sheets
9	Identity of alumni/parents/guardians (including the original)	4 sheets
10	Bachelor's degree form	4 sheets

11	Photocopy of the KKN certificate (especially for those participating in KKN)	4 sheets
12	Summary of thesis / Biodata	4 sheets
13	Photocopy of high school diploma	4 sheets
14	Certificate of free of charge from the department (The validity period is 3 (three) months before the Judicium date): a. Departments within the AF of Sriwijaya Univ environment collectively b. Each department if it is outside the department where the student is from	5 sheets
15	Photo (black and white) size: a. 2 x 3 cm	10 Sheets
	b. 3 x 4 cm c. 4 x 6 cm	10 sheets
16	Score recapitulation of known by AA	4 sheets
17	CRS from the beginning to the end of the semester	4 sheets
18	Proof of Distribution of thesis and FP Report	4 sheets
19	Proof of payment of donations (Class 2000 and below)	4 sheets
20	Proof of payment of alumni donation	4 sheets
21	Submit a thesis that has been approved by the advisor and validated by the head of the study program and is known by the head of the department and the dean	1 copy
22	Submit a FP Report that has been approved by the advisor and known to the Head of the Department	1 copy
23	Submit a thesis proposal	1 copy


All of these requirements must be submitted to the Department no later than 3 days before the day of the Department Judicium Meeting.

3. Inauguration Procedure

The procedure for the inauguration of undergraduates is as follows :

- a. The inauguration of undergraduates is held at a special department session, which is attended by departmental lecturers and the boards of faculty
- b. The collection of graduation documents by students, no later than three days before the implementation of the inauguration;
- c. The distribution of invitations to all lecturers by department, while the student advisors who will be inaugurated are delivered directly by the student;
- d. All lecturers present are given the opportunity to examine student files, field practice reports and theses;

- e. If there are still deficiencies, errors in the yudicial file, field practice reports and theses, the department meeting decides whether the student can be inaugurated;
- f. The inauguration of the undergraduate is carried out by the head of the department on behalf of the Dean of the Faculty of Agriculture, Sriwijaya University.

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE (SOP) THE HEAD OF LABORATORY			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
31	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

The Agricultural Products Technology Study Program has three laboratories, namely the Agricultural Product Chemistry laboratory (APC), the Agricultural Product Microbiology laboratory (APM) and the Sensory Evaluation laboratory (SE) (Figure 2). The Sensory Evaluation Laboratory (SE) has been submitted to the Faculty, and until now there has been no decision letter. However, the Sensory Evaluation laboratory is running well.

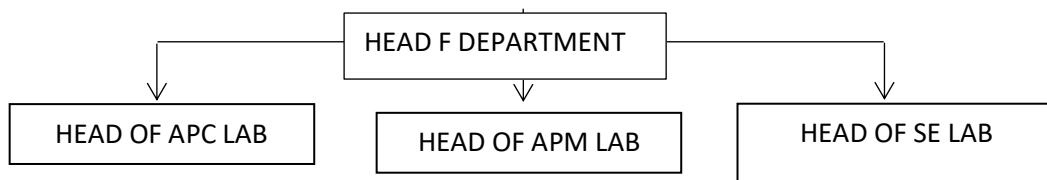


Figure 1. APT SP Laboratory Management Structure

The head of the laboratory is a person who has the highest position in the laboratory management structure who is responsible for everything related to the laboratory. The head of the laboratory in the Department of Agricultural Technology has the following functions:

- a. Set a schedule for student practicum activities.
- b. Regulate the use of laboratory equipment for research activities of students and lecturers.
- c. Supervise analysis in accordance with work procedures.
- d. Monitor student activities in the laboratory to comply with applicable regulations.

The head of the laboratory at APT SP is assisted by a technician and a laboratory assistant. The technician is tasked with assisting students in the use of equipment in the laboratory, and also has duties related to laboratory administration (serving registration of laboratory use, recording the names of lab users, etc.). The

laboratory assistant has the task of doing the sample analysis if the student cannot do the work himself .

1.1. General Provisions and Requirements for Candidates for Head of Laboratory

- a. Lecturer in the Department of Agricultural Technology
- b. Have a field of expertise in accordance with the laboratory that will be led
- c. Functional position as lector head at minimum
- d. Not currently on going study and/or occupying another structural position
- e. Master degree at minimum
- f. The term of office of the Head of the Laboratory for one period is 4 years
- g. The head of the laboratory has a maximum of 2 (two) consecutive terms of office.

1.2. Procedures for the Selection of the Head of the Laboratory

- a. The selection of the head of the laboratory is scheduled and carried out in the study program staff meeting, the meeting must be attended by at least 1/4 of the active study program staff
- b. The teaching staff of the study program who attended the meeting first submitted 3 (three) names to be nominated as head of the laboratory
- c. After the name is agreed upon, the meeting participants are asked to vote by writing one name on the ballot paper and collecting it by the meeting participants.
- d. The vote counting is carried out openly and witnessed by all meeting participants
- e. The name that gets the most votes will be proposed as a candidate for head of the laboratory
- f. If there are two or more names with the same number of votes, then a re-voting is carried out on the candidate who gets the same number of votes, to get one name with the most votes.
- g. The name of the elected laboratory head is then submitted by the Head of the Study Program to the Head of Department to be forwarded to the Dean and continued to the Rector accompanied by the minutes of the election.
- h. The elected Head of Laboratory is appointed by the Rector

1.3. The Final Accountability of Laboratory Head Procedures


- a. The head of the laboratory makes a written accountability of the work and performance carried out as well as finances during his tenure as head of the laboratory at the end of each period. This accountability includes the realization of achievement targets and obstacles encountered during implementation.
- b. The accountability is conveyed orally in a study program/departmental meeting which is then continued with a discussion for determining

achievement targets for the coming period and discussing solutions and obstacles faced.


1.4. The Replacement of Head of Laboratory

- a. The official officially submits a letter of resignation and his position with strong reasons and can be accepted by the participants of the study program meeting except for reasons of death
- b. The study program chooses an interim replacement with a mechanism such as the selection of a predetermined head of the laboratory (maximum 1 month after resignation). Before the change is officially made between times, then:
 - b.1. The official in charge, if possible, remains in his position
 - b.2. If the official is not possible to remain in his position temporarily, the position of the head of the laboratory is concurrently with the head of the study program or the head of another laboratory under the same study program.
- c. The selection of interim replacement officials is carried out like the election of the head of the Laboratory



 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) THE USE OF LABORATORY AND LABORATORY EQUIPMENT FOR PRACTICUM			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
6	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

- a. Practicum must be carried out according to the schedule published by the faculty within the office hours days at the university
- b. The practicum coordinating lecturer must first fill out the laboratory use form for the practicum by attaching the practicum schedule and the number of students at least 7 days before the practicum starts.
- c. The coordinator lecturers or practical assistants who need laboratory materials and tools must fill out a use form no later than 3 days before practicum begins
- d. The practicum coordinator, assistant practicum caretaker and practitioner are fully responsible for unwanted events (for example: damage, loss of equipment, etc.) during practicum to the laboratory.
- e. While in the laboratory, the practicum coordinator, assistant and practicum must comply with the laboratory rules and regulations, namely:
 - Must wear a lab coat with sleeves.
 - Hair that extends beyond the shoulders must be tied up.
 - Not allowed to wear a “stamp” hat
 - Should wear shoes that cover the feet and not high heels.
 - Not allowed to use perfume
 - Do not eat and drink in the laboratory
 - If using hazardous chemicals, you must wear a mask and gloves.
 - Items that are not used in the practicum must be placed in the space provided.
 - Obey the regulations during the activity set by the laboratory

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) THE USE OF LABORATORY AND LABORATORY EQUIPMENT FOR RESEARCH OF STUDENT AND LECTURER			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
8	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

Procedures for using laboratory and laboratory equipment:

- a. Laboratory users must meet the laboratory administration requirements that have been determined.
- b. Students or lecturers must first fill out the form for the use of laboratory and laboratory equipment by submitting a research proposal (for students only). For lecturers submit proposals or research work plans, and the tools needed, as well as the number of people who will assist in research. Especially for students, the form must be known by the supervisor. Fill out the form at least 3 days before use.
- c. In the case of laboratory and equipment users who exceed the laboratory's capacity, the use of laboratory and laboratory equipment is prioritized based on the order of the usage form.
- d. Research must be carried out within the official working hours and hours applicable at Sriwijaya University, and does not interfere with practical activities.
- e. The use of lab after working hours, the user must submit a written permit letter to the Head of the Laboratory with a copy to the Head of Department no later than 1 day before. Specifically, students must be known by at least one of the supervisors.
- f. The laboratory user is fully responsible for unwanted events (for example: damage, loss of equipment, etc.) during the use of the laboratory either within the office hours or outside the office hours that he/she has proposed.
- g. The use of laboratories and laboratory equipment for research purposes is subject to rent and equipment costs
- h. The use of chemicals for research purposes is known at a cost according to the price and amount of chemicals needed (especially for APT labs)

- i. While in the laboratory, laboratory users must comply with the applicable regulations in the laboratory (e. 1)
- j. During practical activities, things that must be considered for assistants and practitioners are: maintaining cleanliness, prohibited from eating, drinking, smoking, using cellphones/jewelry, all equipment used during research must be stored in its place (locker), avoid parts of the limbs that can cause accidents (long hair, clothes).
- k. The use of Labs and tools that have reached the time limit can apply for an extension if it exceeds the agreed time limit. The person ,user, will receive sanctions and fines based on applicable procedures.

Particularly in the Lab. Sensory Evaluation, the user must fill out the sensory lab use form.

Appedix 1. Registration Form for Laboratory Use at APT SP

- 1. Name :
- 2. Student Number :
- 3. Faculty/Department/SP :
- 4. Lab Usage Time :

	Date	Month	Year
Start			
Finish			

The cost of the laboratory usage is Rp. 75,000, - (seventy five thousand rupiah) per person per month.

6. Particularly for students who use the laboratory for their final project:

- a. Thesis title :
- b. Advisor I :
- c. Advisor 2 :

Indralaya,
.....

Lab Staff,

Lab User,

(.....)

(.....)

Appedix 2. Tool or Chemical Bill Form

1. Name :
2. Student Number :
3. Faculty/Department/SP :
4. Length of usage :till.....
5. Equipment used in the laboratory :

Name of tools /materials	Total	Name of tools /materials	Total
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

Indralaya,.....
Lab Staff,

Loaner,

(.....)

(.....)

DATE OF RETURN/REPLACEMENT:.....
RECEIVED BY :



Appendix 3. Sensory Evaluation Approval Form

1. Name :
2. Student Number :
3. Sample Type :
4. Date of Sample Making :
5. Date of Implementation of Sensory Evaluation :
6. Quality attributes evaluated by sensory :


	Quality Attributes	Method	Security*
a	Appearance (In specific:.....)		
b	Color		
c	Texture (In specific:.....)		
d	Smell		
e	Taste		
f.			
g			
h			

Information: * To be filled out by one of the advisors by:
 ticked (√) if it is safe for consumption
 marked with a cross (X) if it is not safe for consumption

Advisor (can be one of whom)	Sign
1.	
2.	

Acknowledged by,
 Head of Sensory Evaluation
 Lab,

(.....)

 SRIWIJAYA UNIVERSITY	AGRICULTURAL PRODUCTS TECHNOLOGY STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) THE LABORATORY USE FOR RESEARCHERS OUTSIDE THE DEPARTMENT OF AGRICULTURAL TECHNOLOGY			
DOCUMENT NUMBER	ISSUED DATE	REVISION NUMBER	IMPLEMENTATION DATE	AUTHORIZED BY
10	June 15, 2018	1	July 30, 2018	APT STUDY PROGRAM

- a. The laboratory users, both lecturers and students (and the Department of the Environment at Sriwijaya University) must first fill out the form for the use of laboratory and laboratory equipment no later than 3 days before their use is known by the Head of each Department. In particular, users outside the Sriwijaya Univ. environment must submit a letter of application that is known by the dean concerned.
- b. In the event that laboratory users exceed the capacity of the staff, the use of laboratory equipment is prioritized based on the order in which laboratory use is entered and does not interfere with practical activities.
- c. The use of laboratories, laboratory materials and equipment is subject to fees according to the applicable rates.
- d. The use of laboratory and laboratory equipment may be extended by submitting a written request (filling in the laboratory usage form) to the head of the laboratory, if only no one is using the equipment.
- e. The borrowed tools must be returned in good and clean condition as before, if there is damage to the tool then the full responsibility of the user.
- f. The late return of equipment to the laboratory will incur a fine of 100% per day.